

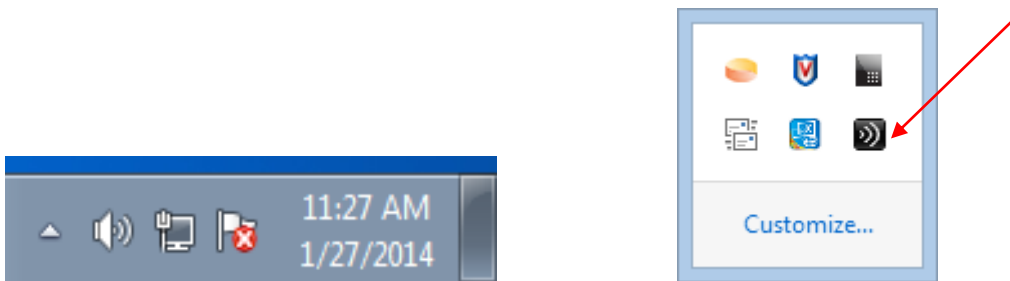
How to Use Citrix for Dayforce (APS)

This user guide will explain how to launch the Citrix Application so users can use Citrix to access Dayforce on the various operating systems present at the APS. If you have any questions, please submit a Support Request and APS IT will assist you.

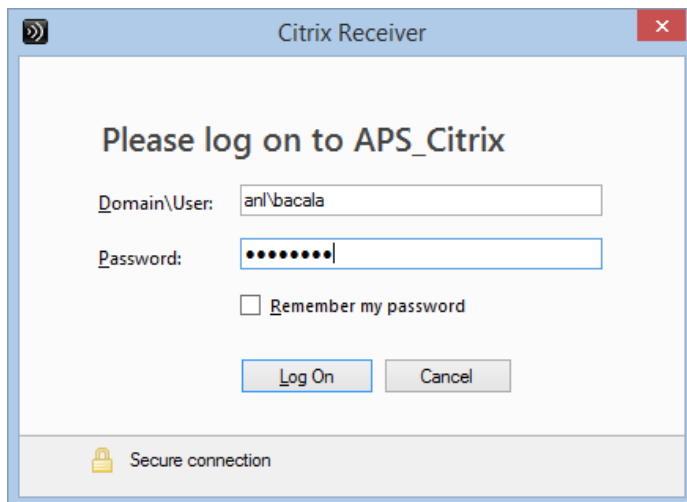
NOTE: CIS has requested that APS employees use the APS Citrix servers.

Windows (using Citrix Receiver):

1. Navigate to the toolbar, click on the up arrow (if applicable), and find the black Citrix icon.



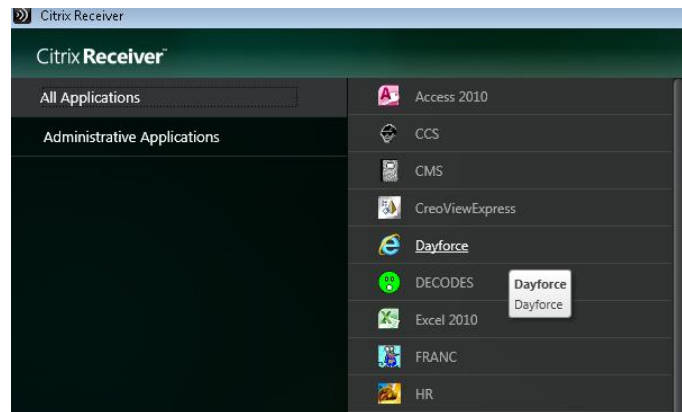
2. Right Click the black icon and click Open.
3. Log into Citrix with your ANL credentials (using ANL\your username in the domain\user field).



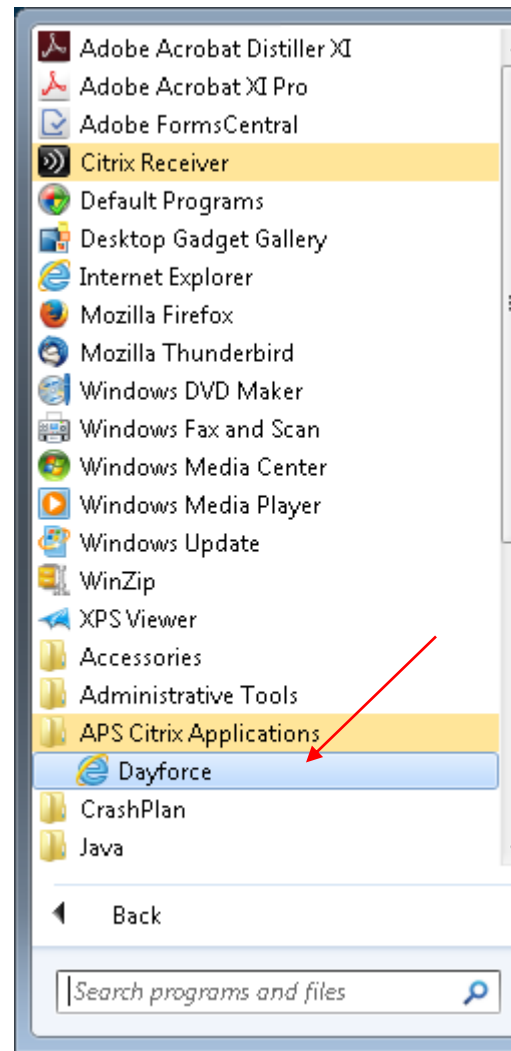
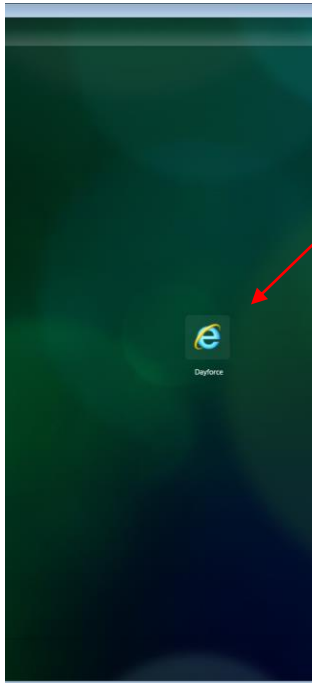
4. This will launch Citrix Receiver. If this is your first time using Receiver, you will have to add the Dayforce Application. If not, please proceed to Step 6. Select the + Icon to expand the applications.



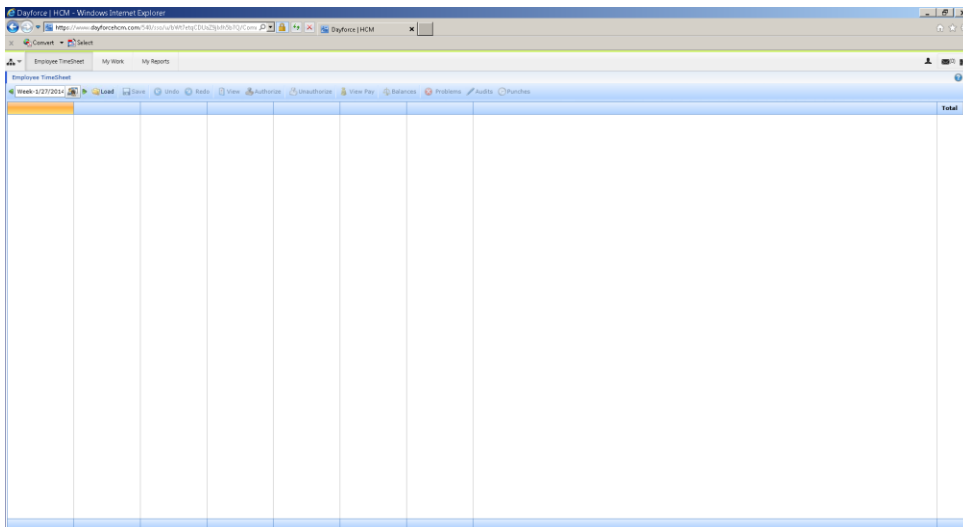
5. The applications will be shown that you want to add. Click on the Dayforce icon under “All Applications”.



6. Dayforce is now added to your Receiver and Start Menu. You can click on the application in Receiver or locate it in your start menu.

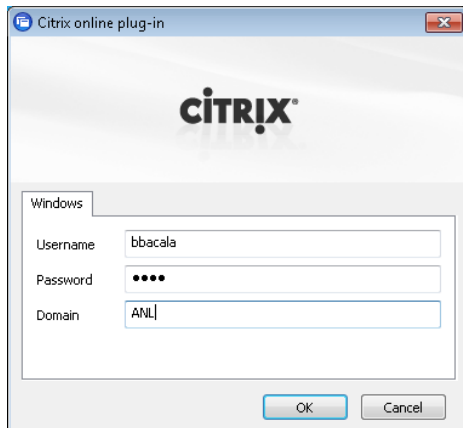


7. This will launch Dayforce and you will be able to run the application.

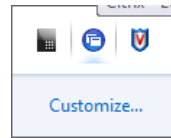
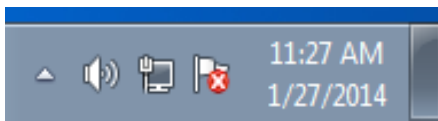


Windows (old 11.2 Plugin):

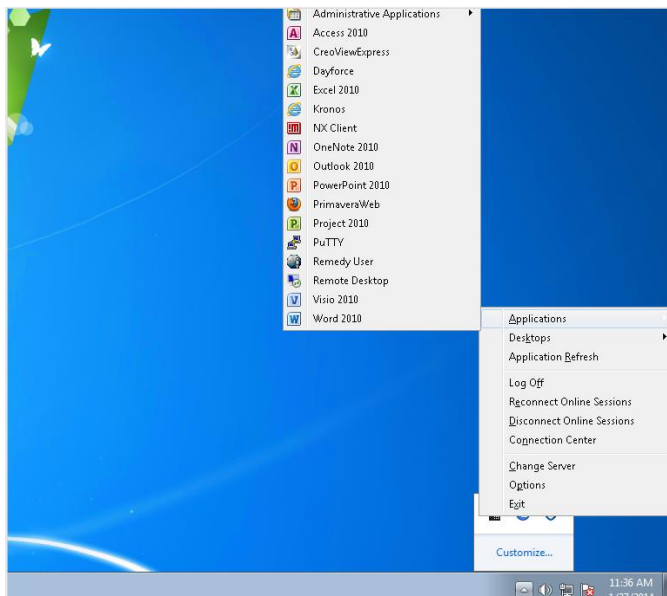
1. Log into Citrix with your ANL credentials.



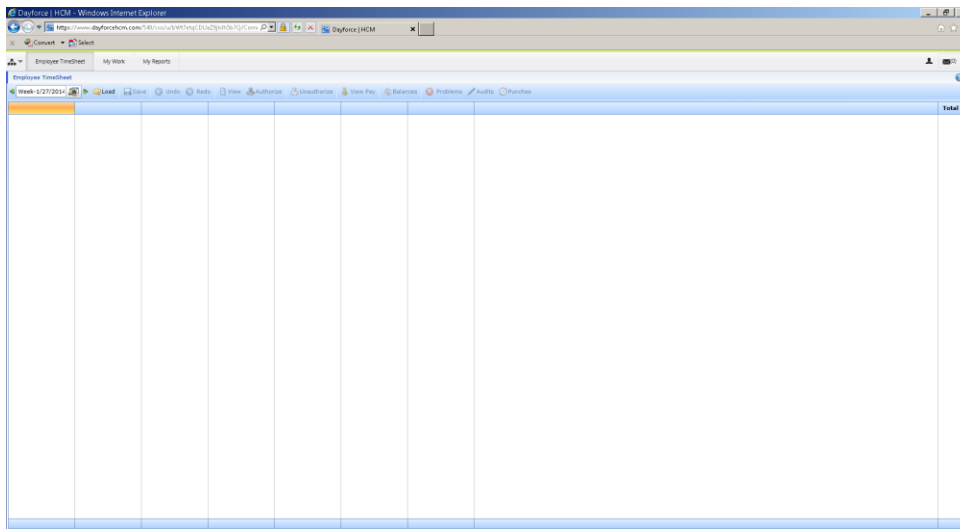
2. Navigate to the toolbar, click on the up arrow (if applicable), and find the blue Citrix icon.



3. Right Click the blue Icon, select Applications, and click on Dayforce. If Dayforce is not present, click Application Refresh and locate the icon as previously described.

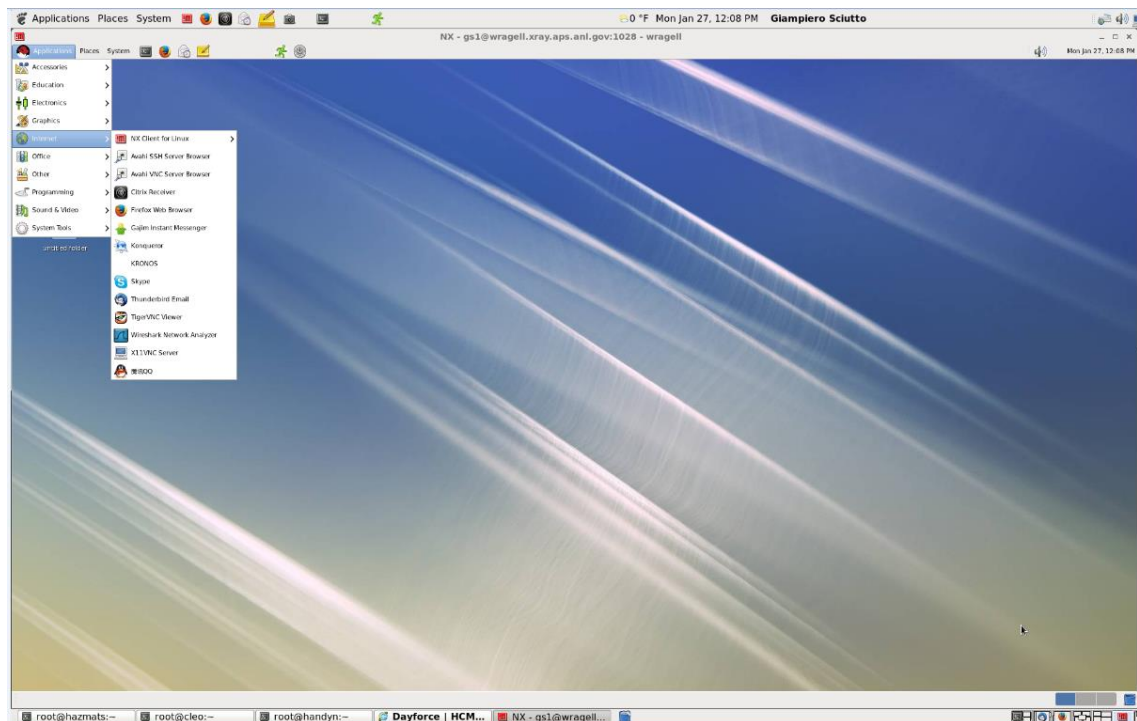


4. This will launch Dayforce and you will be able to run the application.

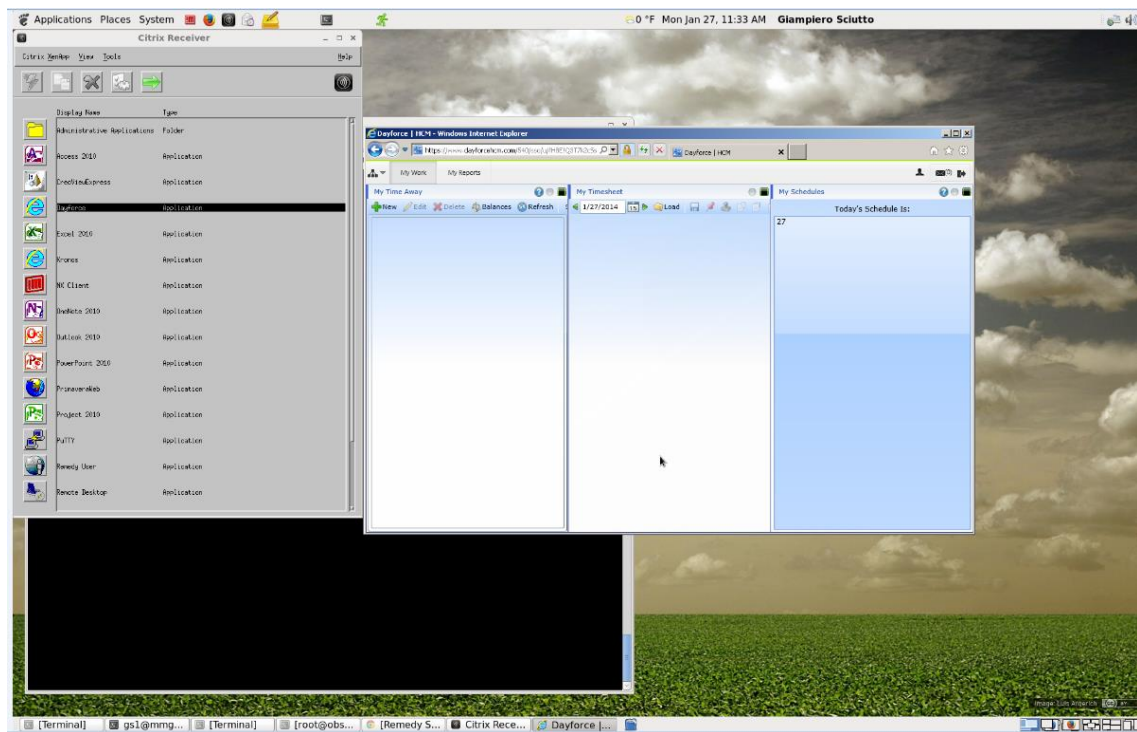


Linux:

1. Go to applications, drill down to Internet, and launch Citrix Receiver.



2. Log into Citrix with your ANL Credentials.
3. Click on the Dayforce (Internet Explorer) icon to launch the program.



Mac:

We have pushed out a Citrix connection file named Dayforce.ica that will allow you to connect directly to the Dayforce system. Here's how to use it:

1. Double-click on your hard drive icon. This will open a window.
2. Open the Users folder.
3. Open the Shared folder.
4. Inside the Shared folder should be a file named Dayforce.ica
 - If it is not there, please make sure you have connected to the APS Network (via Ethernet, APS AUTH N, or VPN) for at least 15 minutes in order to receive the file.
5. Double-clicking Dayforce.ica should launch Citrix and ask for your ANL credentials.
 - If it does not, please submit a Support Request.
6. Upon confirming your credentials, you will be connected to the Dayforce System.
7. The Dayforce.ica file can be copied to any folder you prefer or dragged into the dock for easy access.